

The Maine Learning Technology Initiative
Lead Teacher Information Sheet
September 2010 – June 2011

Teacher leadership is crucial to the successful implementation of technology use in “whole-school capacity building” to increase student and educator learning. MLTI recommends that each school designate a “Lead Teacher” who has the respect and confidence of colleagues and students. The Lead Teacher plays a key role on the school’s MLTI Leadership Team, which includes the Principal/Dean, Assistant Principal/Asst. Dean, Lead Teacher, Technical Lead, and Librarian.

Interested teachers should visit <http://www.maine.gov/mlti/tl> or the Studywiz 207 *Teacher Leader* group folder to download the necessary forms and mail them to MLTI at the Department of Education. Lead teachers who have communicated their intent to the principal, or to us, must still complete and mail in the necessary forms.

REQUIREMENTS of the Lead Teacher:

1. Data Collection

The research team at the Maine Education Policy Research Institute (formerly CEPARE) will conduct surveys this year. The research team reports its findings on an ongoing basis to the State Legislature, and because information is reported each year, it is important that surveys be completed each time they are administered. The more data MEPRI gathers, the better informed the State will be on the impact MLTI has on its schools. It will also support MLTI's allocation of professional development resources.

When surveys are released, we rely on the MLTI Lead Teachers to work with their Principals to ensure that as many teachers complete the surveys as possible. We are looking forward to seeing how the results have changed over the course of the school year.

Four (4) contact hours will be earned for *each* survey sent out to schools. (Results representing at least 25% of the target survey group from the school must be received.**)

2. Communication with Staff

The lead teacher must disseminate incoming information from MLTI to staff at the school. This ensures that everyone is aware of training opportunities and ongoing work. This includes forwarding MLTI informational emails to all staff; making all staff aware of training opportunities, registration procedures, etc; and relaying any questions or concerns from the staff to the MLTI team.

We want to assist schools with creating training opportunities designed specifically for their teachers' needs. If lead teachers see that we aren't offering trainings suited to their schools' needs, they should contact Juanita Dickson at juanita.dickson@maine.gov.

To meet this need, lead teachers must attend one staff meeting at their school and share the Professional Development opportunities that MLTI offers, including:

1. Events for all MLTI educators and leadership: <http://mlti.org/events>
2. Requests for MLTI events at your school: <http://maine.gov/mlti/events/request.shtml>
3. Information targeted for MLTI Educators: <http://maine121.org>

The school leadership team will establish with the faculty a facilitated process for planning and goal setting as it relates to technology in the classroom. Using the TPCK and SAMR models, to guide the team's work examining teaching and learning practices with technology, will help in goal setting and furthering success in the school.

The lead teacher will act as a liaison between their school's leadership team and school staff to develop goals for improving teaching and learning with technology during the 2010-11 school year. Leadership teams are expected to attend the Spring MLTI Leadership Meeting and be prepared to reflect on this process with the larger group.

Teacher awareness is crucial to the success of MLTI. Creating clear lines of communication and opportunities at the school, as well as participation in MLTI leadership meetings is tracked throughout the year, to help Lead Teachers achieve their goals.

Ten (10) contact hours will be earned when this requirement is fulfilled.

3. Professional Development Participation

The Lead teacher is asked to participate in two webinars produced by MLTI. The webinar schedule is available at <http://maine121.org>. Lead teachers are asked to invite a staff member who has never participated in a webinar. This will allow for the Lead teacher to become familiar with the webinar process and help spread the word to staff.

To receive the contact hours for this requirement, please ensure you complete the Lead Teacher Data Collection form available on Maine121.org and on the lead teacher page on our website. Remember, this form will be separate from the Feedback Form. You will be responsible for completing it – reminders won't be sent!

Lead teachers are also encouraged to have their Principal participate in a Principal Leadership Webinar. This will ensure the Principal and Lead Teacher have established communication around Professional Development. Please have your principal complete the feedback form provided at the end of webinar, where they can enter information indicating their participation on your behalf.

Two (2) contact hours will be earned for each webinar attended. (Please remember to complete the TL Data Collection Form after *each* webinar.** It is recommended that you use your real name when selecting a username to log in.)

Two (2) contact hours will be earned when your Principal participates in a Principal Leadership Webinar. (Don't forget to have your principal complete the Feedback Form at the end, where they can enter information indicating their participation on your behalf.**)

2010 - 2011 Required Lead Teacher Forms

Please review this information carefully:

1. **MLTI Lead Teacher Agreement Form** – Due November 30, 2010 - This form must be completed and mailed into our office, along with the Vendor Form.
2. **The MLTI Lead Teacher Acknowledgment Form** - Due June 1, 2011 - The form is acknowledgement that the applicant has met and completed all Lead teacher requirements. This form must be signed by the principal and the applicant and mailed to the MLTI Project Office no

later than June 1, 2010. Once the form is received, certificates with Contact Hours will be mailed to the participant.

Please complete the Agreement form and return by November 30 to:

**MLTI Project Office
c/o Juanita Dickson
Dept. of Education
23 State House Station
Augusta, ME 04333-0023**

**** MLTI will keep track of hours earned via surveys & webinar participation in a database. Certificates will be mailed to Lead Teachers in June 2011 with a total of all hours earned.**